

Social Media Policy

Approved: 
Date: April 2015

I. Policy

Nebraska Probation employees are permitted access to the Internet and electronic communications tools to assist in the performance of their jobs. Some users (Reporting Center Coordinators, Drug Technicians, and/or an appointee designated by the District Chief) may also be permitted to access and use social media to conduct Probation business.

II. Purpose

To inform Nebraska Probation employees the appropriate, responsible, and safe use of social media for public viewing of Reporting Center's or District's information sharing. This policy establishes minimum standards for all Nebraska Probation employees designated as users. Each District may adopt its own policy setting forth with specificity the work-related purposes for which such equipment and access are provided within the guidelines of this policy.

III. Reference

Not applicable

IV. Procedure

A. Responsibility

1. Each individual designated to maintain district-specific Nebraska Probation social media accounts shall maintain professional boundaries in their activities and exhibit professional discretion. Employees should ensure the employee conduct themselves and promote Nebraska Probation in a manner that supports the mission of the Nebraska Probation System and the performance of their duties.
2. All communications must be in compliance with Nebraska Supreme Court Policies and Procedures, Nebraska Supreme Court Rule on Acceptable Use Policy for Computer and Internet Use, and the Nebraska Probation Policies and Procedures.
3. The Nebraska Probation System retains the right to view and monitor all social media used to conduct agency business, including all information that is set up for the purpose of client and/or stakeholder viewing without client or stakeholder consent or prior approval and all public communications that reference the Nebraska Probation System. Nothing which is considered private or controversial should be connected or discussed on the social media tools used as informational tools for client and/or stakeholders.

B. Security

1. Designated users are to exercise appropriate care to protect the Nebraska Probation System from viruses, spyware, malware or harmful attacks. Computers need to be updated nightly.
2. Check with appropriate staff prior to downloading or accessing a file or documentation if any doubt is raised about where it came from.

C. Guidelines

The following guidelines provide a general guidance on social media. They are not intended to be all inclusive.

1. Business Use Requirement
 - a) When a designated user with Nebraska State Probation is using social media, they should;
 - (1) Use their accurate identities and state their affiliation.
 - (2) Ensure security sensitive or confidential information is not posted.
 - (3) Ensure information is accurate prior to posting on social media. If an error is discovered the information is to be corrected quickly with the correct information.

D. Acceptable Use

The following use should be used for information purposes for client and /or stakeholders but is not meant to be all inclusive. All social media questions or concerns should be directed to the designated personnel as directed by the Administrative Office of Probation.

1. The social media posting(s) are for informative purposes only, i.e. scheduling, closings, etc. and in no way disseminate personal or non-specified information as outlined in this policy.
2. The social media account(s) and related postings are security protected to disallow comments or additional postings from the non-designated personnel responsible for the account maintenance.
3. The social media account(s) are stand-alone in their creation and maintenance, and are not to be affiliated with, or tied to any outside entity unrelated to the Judicial Branch of the Nebraska Supreme Court and/or Nebraska State Probation, or other government entity.

4. District Chief or designee shall notify the Administrative Office of Probation regarding social media accounts being utilized.